



FFIS Bulletin: 03-4

Date: July 18, 2003

To: FFIS Agencies

Subject: Restricting Manual Adjustment Entries Through the Foundation Financial Information System (FFIS) to the Personal Property System (PROP)

PURPOSE

The purpose of this bulletin is to notify Department of Agriculture (USDA) agencies that “general ledger only” manual adjustments to property-related asset accounts will be restricted. This includes personal property accounts 1750 (Equipment) and 1759 (Accumulated Depreciation – Equipment) and internal use software accounts 1830 (ADP Software) and 1839 (Accumulated Amortization – ADP Software). This policy limits the potential accounting impacts related to PROP and its underlying assets. It also ensures that FFIS reconciles to PROP.

BACKGROUND

“General ledger only” manual adjustments are those transactions that are directly posted to FFIS and are intended to correct errors within the general ledger. These adjustments do not “feed” to other systems (e.g., PROP). Specifically, when “general ledger only” manual adjustments are recorded to property-related accounts, their impact causes out-of-balance conditions between FFIS and PROP. Since the “general ledger only” manual adjustment is not “fed” to PROP, the underlying assets are not being correctly adjusted; thereby, causing additional valuation and audit issues.

REVISED POLICY

To provide control and assurances that manual adjustments to property-related accounts are adequately documented and supported, the Department has delegated the responsibility of initiating such “general ledger only” adjustments to the Controller Operations Division-Property Reconciliation Branch (COD-PRB) at the National Finance Center. Although agencies will no longer be allowed to initiate “general ledger only” adjustments, they will continue to have the ability to make adjustments directly through the PROP system in accordance with their normal operating procedures. This restriction will eliminate the vast majority of reconciling items that currently result in out-of-balance conditions between FFIS and PROP.

When an agency is required to modify a property record, they should follow the guidelines outlined in the PROP Procedure, Title IV, Central Accounting System Manual, Chapter 6, Property Management Information System, Section 4, Personal Property System (PROP). Review and follow the procedures listed under the Transaction Menu section - Modify Property Master (AC12).

The following transaction codes and the associated posting models that directly impact personal property general ledger accounts will be removed from FFIS:

B2	Standard Voucher Document
BV	Forest Service Standard Voucher
DR	Debit Voucher
IP	Internal Voucher
IV	Internal Voucher
SV	Standard Journal Voucher
WV	Working Capital Fund (WCF) Adjustment (with the exception of FCAT = W or Z)
WR	Write-Off Transaction Code
YE	Period End Accrual Document

SECURITY PROFILES

As needed, COD-PRB will initiate manual adjustments based on their reconciliation activities. Specifically, Property Reconciliation (PR) transactions will be created and entered into the appropriate FFIS application and placed in PEND1 or HELD status. Supporting documentation will be forwarded to the designated agency personnel for review, concurrence, and acceptance of the adjustments.

Note: The approval action cannot be delegated to other COD personnel. To satisfy audit requirements, agency personnel must accomplish the actual approval action.

In order to ensure the PR Document has document approvals enabled, the Functional Administrator must update the DOC APPROVALS field on the "Format Definition (FORM) Table." Below you will find an example of an updated FORM entry for the PR Document. Note that the first position of the DOC APPROVALS Fields is set to "Y".

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ACTION: R TABLEID: FORM USERID: XXXX
01- FORMAT DEFINITION TABLE
KEY IS FORMAT DEF KEY
FORMAT DEF KEY: PR
  SECURITY GROUPS: GL1 GL2 ALLD INQ      BATCHING GROUP: PR
  EDIT PROGRAM: FFSGLSV                 UPDATE PROGRAM: FFSGLSV
  FORMAT PROGRAM:                       DOC APPROVALS: YNNNN
  LOFLOW QUEUE: FFSF                    HIFLOW QUEUE: FLOWL
  TABLE NUMBER: 0157                   AUTO BATCH REJECT: N
  SCRATCH2 SIZE: 0500                   SCRATCH SIZE: 1500
  ONLINE BATCHING: N                     OFFLINE BATCHING: N
  ONLINE PASS2 ERROR: R                  OFFLINE PASS2 ERROR: R
  ONLINE CUFF OVERFLOW: W                OFFLINE BCUFF OVEFLOW: W
  BATHED SIZE: 0037                     DOCHED SIZE: 0114      LINENT SIZE: 0286
  EDT BATHED SIZE: 0037 EDT DOCHED SIZE: 0114 EDT LINENT SIZE: 0286
  DOCUMENT SECURITY: 3100                SEC1 SIZE: 04        SEC2 SIZE: 07
  TRANCD SIZE: 02                       BATCHNUM SIZE: 06     DOCNUM SIZE: 11
  BATHED TRBGN: 0001                    DOCHED TRBGN: 0001   LINENT TRBGN: 0000
  BATHED NUMBGN: 0003                   DOCHED NUMBGN: 0003  LINENT NUMBGN: 0000

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All agency Security Administrators shall establish the proper security profiles to limit access to the PR transaction code. The PR transaction code profiles should be established as follows:

COD-PRB Personnel

Scan Action
Enter Action
Correct Action
Delete Action
Hold Action
Override = 0
Approval = NNNNN

Agency Personnel

Scan Action
Approval Action
Schedule Action
Hold Action
Run and Run Immediately
Override = 0 – 9
Approval = contain at least one Y

Generally, only those individuals maintaining the general ledger or preparing agency financial statements should have the authority to approve PR documents.

INQUIRIES

Any questions concerning this bulletin should be directed to COD-PRB, at 504-255-4356.

EFFECTIVE DATE

This bulletin is effective August 1, 2003.



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